

New Laser Operator Checklist

New laser operators should use the following checklist to ensure that they are suitably trained and inducted. These steps should aim to reduce the likelihood of exposure of the eye (or skin) to hazardous levels of laser radiation or other ancillary hazards.

1. Attend the School's Laser Safety Induction Program (mandatory for all new students at the beginning of each year). The School's Safety Induction Course Notes can be found at:

http://www.ph.unimelb.edu.au/html/safety/pdf/induction2005_4pp.pdf

2. Attend a Laboratory Induction Program provided by the Area Supervisor (or delegate) to identify the local hazards, log books (ALL laser use must be logged!), control measures and Personal Protective Equipment (PPE).
3. Undergo training to operate the laser (or laser based equipment).
4. Authorisation to use Class 3B or Class 4 lasers will not be given unless the appropriate eye examination has been carried out. The assessment should be performed at:

The Victorian College of Optometry
Cardigan St (cnr Keppel Street), Carlton, 3053.

Appointments can be made by phone on 9349 7400 (or ext 47012). Make sure you tell them that you need an appointment for the "**Visual Functions Clinic**" for a full visual test. The cost of this test is about \$170 (July 2005). Normally, the Clinic will post an invoice after the test. Please ask them to send the invoice and report to your supervisor at the School of Physics, University of Melbourne, 3010. This report should be filed in the School Safety Files.

5. An "Authority to use a Class 3 or 4 Laser" must be issued by the area supervisor. This authority must be documented and retained on file. An example of such a form can be found at:

http://www.ph.unimelb.edu.au/html/safety/pdf/laser_authority.pdf

6. A Risk Assessment for the activity must be completed and signed by the area supervisor. The Risk Assessment, a copy of which can be found at the link below, must be documented and retained on file.

http://www.unimelb.edu.au/ehsm/EHS_riskform3D.pdf or

http://www.unimelb.edu.au/ehsm/EHS_riskform2D.pdf .

7. For after-hours use, operators should seek authorisation:
http://www.unimelb.edu.au/ehsm/after_hours.pdf

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